

**Public Works Department**

**SERVICE ORDER**

→ → NOTE: For water pressure problems, have customer call OMI first at 303/ 857-9442 ← ←  
(Secondary number: 303/ 857-2670)

\_\_\_\_\_ Locate \_\_\_\_\_ Water Leak \_\_\_\_\_ Sewer Back-up

Other \_\_\_\_\_

\_\_\_\_\_ Water Pressure Problems (Customer has already called OMI)

Caller / Company \_\_\_\_\_

Phone Number / Contact Person for Results \_\_\_\_\_

Landlord \_\_\_\_\_ Phone Number \_\_\_\_\_

Service Address \_\_\_\_\_

Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Needed \_\_\_\_\_

Staff Initials \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

PW Contact \_\_\_\_\_ Mailbox \_\_\_\_\_ Radio \_\_\_\_\_

**SERVICE ORDER COMPLETION**

Work Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed by \_\_\_\_\_ Date Completed \_\_\_\_\_